Instructions for Registering Online in PowerSchool

Log on to PowerSchool using your student username and password. If you have forgotten your username and/or password, go to the Main Office for assistance.


Go to this web page:
http://pscr.gwaea.org/public ➡️

Once you log in, you will see some icons or links to the left. **Click on "Class Registration"** (Click "Schedule" under the Grant Wood icon to see your spring term schedule. Don't sign up for a course that you intend to take during spring term of this year.)

NOTE: You will have approximately 20 minutes to complete your registration. After 20 minutes PowerSchool will time you out of the system. In order for PowerSchool to save your requests, you must click the "Submit" button. If you stop part way through the registration process and do not click the "Submit" button, your requests will not be saved and you will have to make all of your selections again.

Refer to your pre-registration form for the courses that have been recommended and/or you wish to take in a particular subject area. Make sure that the courses you select on the PowerSchool screen match exactly with the courses checked on your form.
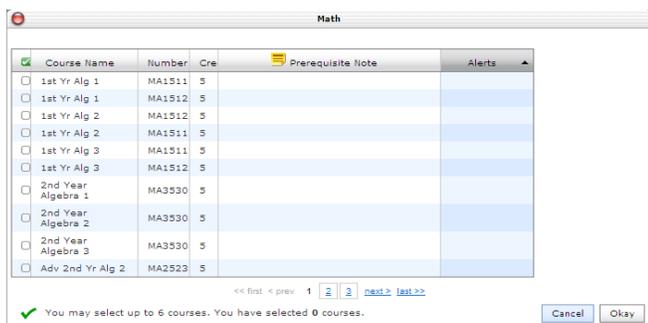

Double check the course name on the screen and make sure the course names match the course names on your registration form. Make sure you select two semesters for a year-long course. ==The classes of year-long course should be in sequential order.== Lists can be sorted, by clicking on the column letter. In some situations, you may have to go to a second page to view all of the course selections.

Once you have selected the correct courses (a year-long course means you chose a course for each term), those courses will be highlighted and will show a check mark in the box to the left of the course title. Triple check that everything is correct and click on the "Okay" button.

After you click "Okay", your registration screen should look similar to the screen shown below. You will see your course selections in a row of boxes that align with the subject heading. You will continue to select courses in each subject heading. NOTE: If there is a red exclamation mark to the right of the screen, it means you must select courses in this subject area. If it has a green check, you have completed that subject heading and you can move on. Also notice that in the bottom right hand corner there is a line that tells you how many credit hours you have requested. You should **register for a minimum of 10** credits for next school year.
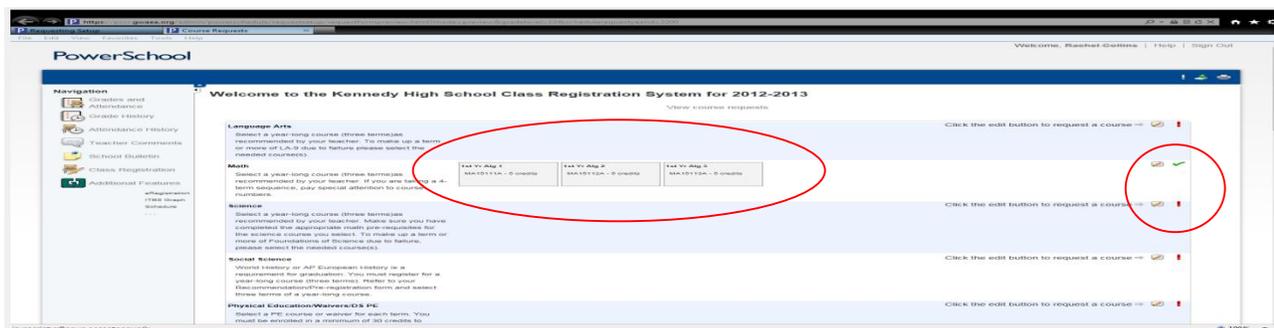
When you have successfully submitted your course requests, you will see a screen listing your 2016-17 Course Requests; at this point you may print your requests. Make sure that you click the "Submit" button to record all changes.

Again, when you click "Submit" for the final time, you will see your 2016-2017 Course Request List. If you stop part way through the registration process and do not click "submit", your requests will not be saved and you will have to make all of your selections over again.